



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-0010

REPLY TO
ATTENTION OF:

FKJ1-J

20 MAR 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Forces Korea Policy on Space Available Travel Privileges for Non-Command Sponsored Dependents, Policy Letter # 027 (Change 2)

1. References:

a. Message, HQ, USCINCTRANS, 251551Z Jun 99, subject: DoD 4515.13R Transportation Eligibility Waiver

b. Message, HQ, AMC, 271640Z Apr 00, subject: Space Available Travel Procedures for Non-Command Sponsored Dependents (DONP00008)

c. Message, HQ, AMC, 250900Z Feb 01, subject: US Forces Korea Approves Space Available Travel for Non-Command Sponsored Dependents

d. Message, HQ, USCINCTRANS, 140745Z Mar 01, subject: US Forces Korea (USFK) approves Space Available Travel for Non-Command Sponsored Dependents

e. DoD 4500.54-G (Foreign Clearance Guide)

2. Reference (a) announced DoD waiver of air transportation eligibility to allow non-command sponsored dependents to travel space available and the pending change to DoD 4515.13R, Air Transportation Eligibility. Reference (b) announced DoD approval of the change to DoD 4515.13R and its governing procedures. References (c) and (d) announces USFK's participation in the non-command sponsored dependent space available program. **Reference (e) lays out passport and visa requirements for individuals entering Korea.**

3. Command policy:

a. Approval Authority. Brigade/Wing Commanders or headquarters staff equivalent (O-6 minimum) endorsement will be the final approval authority. The enclosed memo from the unit commander will be used for individual requests.

b. Visits. Dependent visitation is limited to active duty members serving an unaccompanied PCS overseas tour. Non-command sponsored dependents will be authorized one, 30 day visit per 365 day period. Extensions will not be authorized.

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c. Flights. Non-command sponsored dependents desiring space-available travel to the Republic of Korea will be limited to DoD flights to and from the U.S. (including overseas U.S. military installations and U.S. territories) and any aerial port of debarkation within the Republic of Korea during FPCON ALPHA and BRAVO (including FPCON BRAVO-Plus or any other modified version of FPCON BRAVO). It will be the sponsor's responsibility to provide, at his/her expense, transportation to and from arrival/departure points. Sponsors must be aware of the potential for non-availability of space-available seating and plan accordingly based on peaks and lulls of the space-available system. Non-command sponsored dependents space-available travel on DoD flights to any aerial port of debarkation within the Republic of Korea will not be permitted during FPCON C or D. Non-command sponsored dependents space-available travel on DoD flights from any aerial port of embarkation within the Republic of Korea to the U.S. (including overseas U.S. military installations and U.S. territories) will be permitted during FPCON C or D. Dependent travelers must have adequate funds for commercial travel back to their CONUS point of travel origination.

d. Changes to FPCON. In the event that FPCON changes from A or B to C or D prior to non-command sponsored dependent embarkation for space-available travel to the Republic of Korea, the aerial port of embarkation will deny the non-command sponsored dependents space-available travel to the Republic of Korea based on USFK policy. USFK will inform USTRANSCOM of FPCON changes that affect non-command sponsored dependent space-available travel.

e. Passports/Visas.

(1) U.S. Citizen Dependents: Passports are required. Republic of Korea visas are not required for visits of 30 days or less. For latest information, see DoD 4500.54-G (Foreign Clearance Guide) at <http://www.fcg.pentagon.mil>.

(2) Non U.S. Citizen Dependents: Passports are required. Republic of Korea visas are also required. For latest information, see DoD 4500.54-G (Foreign Clearance Guide) at <http://www.fcg.pentagon.mil>.

f. Lodging. Dependents may reside in the sponsor's on-base accommodations, BEQ/BOQ only, provided the provisions of local housing policy are met and prior coordination with the sponsor's respective chain of command has occurred. Billeting exists at various installations in Korea though limited to non-existent in dependent restricted areas. Sponsors should check billeting availability prior to making travel arrangements. Hotels are generally available in the vicinity of most installations on the peninsula.

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g. Medical. U.S. military hospitals exist at Yongsan Army Garrison (Seoul) and Osan AB. Clinics provide health services at most other installations in Korea. The limited scope of health care facilities may impose problems for those non-command sponsored dependents currently under a doctor's care or requiring continuing medical attention. Sponsors are strongly encouraged to consider the following conditions prior to making a determination as to whether to request visitation of non-command sponsored dependents:

- (1) Prior disapproval of dependent accompanied overseas medical screening
- (2) Enrollment in the Exceptional Family Member Program (EFMP)
- (3) Open family advocacy cases
- (4) Non-routine dental care (limited orthodontic/specialized dental care)
- (5) Drug/alcohol abuse or drug related offenses
- (6) Psychiatric disorders
- (7) Pregnancy

Non-command sponsored dependents are highly encouraged to bring:

- Family medical records or a complete copy
- A supply of all prescribed medications to last the entire visit since the availability of certain pharmaceuticals may be limited. Sponsors should ensure dependents are aware of the 1-800 telephone number of the TRICARE Service Center in their region. For TRICARE assistance while in Korea contact the TRICARE Service Center claims office on Yongsan Garrison at DSN 736-7236.

4. Expanding the space available policy to allow non-command sponsored dependents travel to their sponsors unaccompanied duty location is a significant quality of life enhancement for service members stationed in Korea. Commanders at all levels should help facilitate the military member's request as much as possible. The sponsor will bear sole responsibility for the health and welfare of his/her dependents while they are visiting the Republic of Korea. On arrival of dependents, sponsors should notify their unit NEO representative as well as unit ration control representative if temporary access to commissary/exchange facilities is desired. Sponsors are encouraged to direct their dependents to U.S. State Department (<http://www.travel.state.gov>) and U.S.

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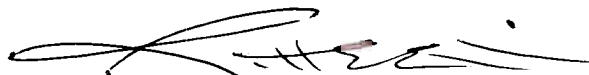
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Embassy, Seoul (usembassy.state.gov/seoul) websites for the latest information on travel to Korea. We've been afforded an excellent opportunity to minimize the effects of one of the biggest complaints against short tours -- family separation. The success of this program is incumbent upon all concerned being actively engaged throughout the entire process.

5. This letter supersedes the previous policy memorandum, same subject, dtd 11 Oct 01. U.S. Forces Korea proponent is the J1, Joint Manpower and Organizations Division, DSN 723-3237.

FOR THE COMMANDER:

Encl
as



RUTH E. ELLIS
Colonel, USAF
Assistant Chief of Staff, J1

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ACofS, Resource Management, USFK, ATTN: FKRM-A, APO 96205-0009
ACofS, Engineer, ATTN: FKEN-A, APO 96205-0009
HQS, UNC/USFK/8th Army, ATTN: FKJA-CL, APO 96205-0009
Command Chaplain, ATTN: FKCH, APO 96205-0010
HQ, 8th Army, ATTN: FKPA, APO 96204-0010
ACofS, Acquisition Mgt, ATTN: FKAQ, APO 96205-0010
HQ, USFK & 8th Army, ATTN: FKSF, APO 96205-0010
SUSLAK, ATTN: FKSL, APO 96204-0033
Chief, JUSMAG-K, ATTN: MKSS-P, APO 96203-0187

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HQ, ROK/US CFC, ATTN: C5, APO 96205
HQ, ROK/US CFC, ATTN: CFEN, APO 96205-0028
HQ, UNCMAC, Secretariat APO 96205-0032
USA Special Forces Det-Korea, ATTN: CJ-SF, APO 96205
USA Engr Dist-Far East, ATTN: CEPOF-DE, APO 96205-0427
DISA-PAC Korea Field Office, APO 96205-0064
US Recruiting Command, Special Recruiting Station, APO 96205
19th CID Bn (TSE), ATTN: CIRG-PD, APO 96205-0077
AAFES Capital Exchange, ATTN: HR, APO 96205-0003
USA Material Command Logistics Support Activity, ATTN: AMX-LA-FE,
APO 96205-0066
USAFCS-KOREA, ATTN: FKJA, APO 96205-0084
Military Sealift Cmd Ofc, Korea, ATTN: XO, APO 96259-0264
Defense Commissary Agency Northwest Pacific Region, Korea Zone Manager,
ATTN: DECA-WP-KOR-ZM, APO 96205-0088
Defense Energy Support Center - Taegu, APO 96218-0171
Defense Logistics Agency, ATTN: DPAC-K, APO 96205-0699
Field Operation Base-Korea, APO 96205-0076
DET HQ, AFELM, ATTN: FKJ1-AFELM, APO 96205-0010
AFKN, ATTN: SFPA-AFKN, APO 96205-0097
Det 1, PACAF AIRPS, APO 96276-5000
2nd Maintenance Co (TMDE), ATTN: AMSMI-TMDE-GP-K, APO 96460
837th Transportation Battalion, ATTN: MTPAC-PU-A, APO 96259-0268
Combat Equipment Base –North, East Asia , APO 96212
US Army Depot Support Activity Far East, ATTN: SDSFE-PPS, APO 96205-0076
PM, TACCIMS, C/O HHC, 1st Signal Bde, APO 96205-0044
DCMAO Korea/CCF, APO 96214-5000
Far East Comm Research Element, APO 96204
731st AMS, ATTN: CC/TRP, APO AP 96278

SAMPLE

LETTERHEAD

Office Symbol (*Cmdr, 94th MP Battalion*)

Date

MEMORANDUM THRU (*Cmdr, 8th MP Brigade*)

FOR AIR PASSENGER TERMINAL

SUBJECT: Space-Available Travel Authorization for Non-Command Sponsored
Dependent(s) to the Republic of Korea

1. Reference

(a) DoD 4515.13 Series

(b) HQ Air Mobility Command (AMC), msg, 250900Z Feb 01

2. Sponsors should follow the provisions outlined in the attached U.S. Forces Korea
command policy.

3. The following (is) (are) non-command sponsored dependent(s) of (*Rank & Name*):
_____, (SSAN): _____
(*Duty Station/Location*) _____

LAST, FIRST MI	COUNTRY of CITIZENSHIP and PASSPORT#	CURRENT LOCATION INFORMATION (<i>address, city, state, zip code</i>)
_____	_____/_____	_____
_____	_____/_____	_____
_____	_____/_____	_____
_____	_____/_____	_____
_____	_____/_____	_____

(Note: Non-US citizens must comply with guidance IAW para 3e(2) of USFK Policy Memo #027)

4. The above named dependent(s) are authorized to visit the Republic of Korea for
(*length of stay*) _____ days from (*date*) _____ to (*date*) _____.

5. I recommend (approval) (disapproval) of travel by DoD owned or controlled aircraft
on a space-available basis accompanied (Cat 3) or unaccompanied (Cat 5) from a port
in CONUS (or US Territories) to the Republic of Korea and return. This travel
authorization is valid for one round trip.

Encl
USFK Policy Memo #027 (Change 2)

(*Battalion/Squadron Cmdr signature block*)

SAMPLE